



**City of Beverly**  
**Community Preservation Committee**  
Planning Department  
191 Cabot Street, City Hall  
Beverly, MA 01915  
(978) 921-6000 ext. 2343 (978) 921-6187 (Fax)

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## 2014 CPA PROJECT FUNDING APPLICATION

### Project Description Form

Application and supporting materials must be submitted by May 1, 2014

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**Project Title:** Essex Street Family Housing Roof Replacement Project

**Project Location/Address:** Essex Street Units 101, 101 ½, 103, 103 ½, 105, and 105 ½, Beverly, Massachusetts

**Date:** April 29, 2014

**Name of Applicant:** Kevin Ascolillo

**Organization:** Beverly Housing Authority

**Contact Person:** Kevin Ascolillo, Executive Director

**Mailing Address:** 137 Rear Bridge Street, Beverly, MA 01915

**Telephone #:** 978-921-2424

**Fax#:** 978-921-2440

**Email Address:** bhaexecutive@msn.com

**If Different From the Applicant:**

**Name of Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Fax#:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

- CPA Funding Requested: \$ 90,000.00      Total Project Cost: \$99,000.00
- Please circle all CPA Categories to which this project applies (more than one may apply):
  - Open Space
  - Community Housing
  - Historic Preservation
  - Recreation

PLEASE ATTACH THE FOLLOWING SUPPORTING INFORMATION AND DOCUMENTATION:

Please type all responses and indicate item number

1. **Applicant/Organization Background:** Please provide a brief description of your or the organization's profile and project history. Explain your ability and capacity to undertake and successfully execute the project.
2. **Project Narrative:** Please provide a thorough description of the project and goals it will achieve. In addition, please address the following items in your narrative, which should not exceed 5 typed pages:
  - a. **Community Need:** Describe what community preservation need this project serves and how the project meets the General and Category Specific Evaluation Criteria as established by the CPC. Please address specific CPC criteria and the definitions listed on the Allowable Uses Chart when answering this question.

- b. **Feasibility:** List and explain all further actions or steps that will be required for completion of the project (i.e. 21E environmental assessments; zoning, planning board, conservation commission permits and approvals; easements or restrictions; subordination agreements etc...).
  - c. **Maintenance & Long Term Preservation:** If on-going maintenance and upkeep is required, please describe how this will be accomplished. Explain specific guarantees that will assure long-term preservation of the project.
  - d. **Maps & Visual Materials:** Please include plans, maps and other visual aids to help describe the project (i.e. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans etc...).
3. **Budget:** Please fill out the attached Budget Form. Please indicate which expenses CPA will directly fund. Attach supporting documentation as appropriate.
4. **Project Schedule:** Please fill out the attached Project Schedule Form. Explain each step of the project, time to accomplish the various steps, milestones and project completion date.
5. If applicable and appropriate, additional information or supporting documentation should also be attached, including but not limited to:
- a. Natural resource features
  - b. Proof of site control, or plan to obtain control such as Purchase and Sale Agreement, option or deed
  - c. For historic properties or artifacts, a Determination of Historic Significance by the Beverly Historic District Commission
  - d. Historic structure report or existing conditions report
  - e. Letters of support sufficient to document clear endorsement by community members and groups, and where appropriate, by municipal boards, committees, commissions and departments
  - f. Letters from project partners and/or other funding sources
  - g. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed
  - h. Any other information useful to the Committee in considering the project

I certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/29/14

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If Different From Applicant)

**2014 CPA PROJECT FUNDING APPLICATION  
SUPPORTING INFORMATION AND DOCUMENTATION**

**BEVERLY HOUSING AUTHORITY, ESSEX STREET FAMILY HOUSING ROOF  
REPLACEMENT PROJECT, 101-105 ½ Essex Street, Beverly, MA**

**1. Applicant/Organization Background:**

The Beverly Housing Authority (BHA) is funded by both the Federal Government and Commonwealth of Massachusetts with the sole purpose of the agency being the provider of affordable housing opportunities to the Commonwealth's neediest residents. The Beverly Housing Authority's mission as stated in both federal and state action plans and policies is as follows: "The Beverly Housing Authority (BHA) is committed to providing a full-range of safe, secure, suitable and appropriate housing opportunities to extremely low, very-low, low and moderate-income family, elderly and disabled households in a fair manner. The BHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The BHA is committed to deconcentrating poverty within its public housing developments and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The BHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities." The Beverly Housing Authority currently has 635 public housing units (467 state-aided and 168 federal) in its portfolio. Of the 467 state-aided public housing units, 132 are devoted to families and 335 are devoted to elderly/disabled households. Additionally, the BHA administers 503 rental subsidy vouchers (420 federal and 83 state).

The Beverly Housing Authority management team that will be responsible for the oversight and successful completion of the Essex Street Family Housing Roof Replacement Project has a cumulative total of 73 years employed at the BHA. The three members of the management team, namely Executive Director Mr. Kevin Ascolillo, Deputy Director Ms. Susan Carleton and Director of Building Facilities and Security Mr. James Vahey have completed successful roof replacements projects in the past and are ready and able to complete this project on time and on budget. Please review the following management team resumes:

Mr. Kevin Ascolillo has been in public service for 43 years, three of which served as chairman of the BHA Board of Directors and 20 years as BHA Executive Director. As the Chief Administrative Officer for the agency, Mr. Ascolillo is responsible for planning, administering, directing, supervising and coordinating all functions and phases of the Authority's operations with regard to both personnel and property. His duties include the management and oversight of a staff of 20 full-time and part-time employees with an annual operating budget of over \$4 million. During his 20-year tenure as Executive Director, Mr. Ascolillo has overseen the completion of both new construction and substantial modernization projects in 635 federal and state public housing from project inception through completion totaling over \$14 million.

Ms. Susan Carleton has been employed at the BHA for 36 years. She has been the Deputy Director of the agency for 27 years and her duties include assisting the Executive Director, Acting Executive Director when necessary, management of staff, Grievance Office, Reasonable Accommodation Officer and Project Manager. In her 27 years as Deputy Director, Ms. Carleton has overseen the completion of new construction, major modernization projects and minor rehabilitation projects in 635 federal and state public housing units from bidding through punch list totaling over \$24.5 million. Ms. Carleton

most recently completed a \$1.8 million modernization project at BHA's Herrick Street state-aided elderly/disabled location involving the complete gut of eighteen dilapidated and obsolete units and the creation of twelve new units including four handicap accessible units. Other rehabilitation activities include: roof replacement; exterior siding install; window and door replacement; heating and hot water system improvements; kitchen and bathroom renovations; extensive ADA improvements throughout BHA federal developments; lead paint abatement; site improvements including street, sidewalk and parking improvements, landscaping, fencing and lighting; installation of security systems; BHA Office renovations; elevator improvements and new elevator installation. With direct relevance to this grant application, Ms. Carleton has overseen emergency roof replacement projects at Balch Street, Story Avenue, Dearborn Avenue and Bresnahan Court.

The last person of the management team critical to the success of this project is Mr. James Vahey. Mr. Vahey has served as the Director of Building Facilities and Security for the BHA for 17 years. Mr. Vahey has been fully responsible for all aspects of public housing maintenance including security and modernization. Mr. Vahey acts as Clerk of Works for all BHA modernization projects both new construction and substantial rehabilitation. He oversees the day-to-day construction activities on all BHA projects from plans to completion. As Director of Building Facilities and Security, Mr. Vahey is responsible for all maintenance related activities including personnel, grounds, exterior and interior building facilities, security and power plant operations. Mr. Vahey will serve as Clerk of Works for this proposed roof replacement project as well as future ongoing maintenance of gutters and downspouts.

Architect Mr. Raymond T. Guertin has provided the Beverly Housing Authority with a preliminary scope-of-work, design plans and budget for the Essex Street Family Roof Replacement Project. Mr. Guertin has been an architect for 23 years and has worked successfully with the BHA since 2005. Mr. Guertin has worked with over 25 local housing authority's throughout Massachusetts on projects including rehabilitation and renovations of existing buildings, roof replacement, exterior envelope repair/replacement, window/door replacement, ADA upgrades, kitchen and bathroom renovations, flooring replacement, and lead paint and asbestos abatement. Mr. Guertin will be invited to submit a bid for the architect position for this project.

## **2. Project Narrative:**

The Essex Street Family Roof Replacement Project involves the removal of old and deteriorated roof material and the proper installation of 50-year shingle along with new gutters and downspouts. The preliminary scope-of-work from the Architect is as follows: remove and dispose of existing roofing and flashing down to existing roof deck. Supply and install new 50-year architectural grade roof shingles, ice and weather sheet, aluminum drip edges, and metal flashings. Replace deteriorated roof sheathing, trim repairs and three duplexes located at Building 101, Building 103 and Building 105 Essex Street. The Essex Street family development was constructed in 1990 and the existing roofs have exhausted their 20-year life cycle and are in need of immediate repair. As can be observed by the picture located in 2(d) of this application, the current roof shingles are defective, lifting and missing throughout the three buildings.

The Beverly Housing Authority does not have the funding from its Capital Improvements Budget nor from its operating reserves to complete the proposed roof replacement project. In 2007 and 2008, consultants from the Department of Housing and Community (DHCD) inventoried Beverly Housing Authority state-aided public housing stock for immediate deficiencies listed as Category 1 projects,



meaning failing State Sanitary Code Chapter II Minimum Standards of Fitness for Human Habitation. In 2009 the State published a Prioritization Report outlining the findings of the inventory. In 2010, the Department of Housing and Community Development initiated a Formula Funding (FF) Program to ensure that capital funds awarded to state-aided public housing are distributed in an equitable, transparent and predictable manner. As part of the FF Program, housing authorities could count on receiving a multi-year award of FF to plan and implement their most urgent needs as listed the Prioritization Report. Projects slated to be funded by the Beverly Housing Authority with its State Capital Improvements Budget over the next three years (2015-2017) are those listed as Category 1 and Category 2 projects five years ago. The BHA never has enough in its capital improvements budget to address all necessary repairs to its aging housing stock. Understanding the dilemma faced by local housing authorities across the Commonwealth, DHCD encourages housing authorities to seek additional resources to help fund their Capital Improvement Plan such as local Community Preservation Act funds.

The Beverly Housing Authority day-to-day operations and routine repairs are funded out of its operating budget. The BHA does use a portion of its operating reserve during its fiscal year to fund smaller capital improvements projects. Over the years, level funding from the Commonwealth for state-aided public housing in effect results in a reduced budget due to higher health care costs, rising maintenance staff costs, among other costs. Minimum wages for maintenance staff are set by the Executive Office of Labor and Workforce Development in accordance with MGL ch.121B s 29. The maximum operating reserve for the Beverly Housing Authority's state program according to DHCD should be \$1,172,280.00. However, due to funding constraints and an aging infrastructure, the Agency's operating reserves will be \$242,836.00, 20.7% of maximum. DHCD budget guidelines recommend local housing authorities maintain a reserve level of 20% of maximum, otherwise they would be considered a deficit authority.

The goal of the Essex Street Family Housing Roof Replacement Project is to replace three substandard roofs thus preserving six three-bedroom family units of affordable housing. Failure to replace the deteriorating and substandard roofs could lead to much larger and more costly problems if the roofs integrity are compromised. Roofs that are no longer watertight allow outdoor elements inside including water and pests. Water infiltration may damage interior ceilings and walls or pose an immediate health concern with the possible formation of mold. Pest such as insects, rodents and birds can obtain access to attic space resulting in an immediate health concern for residents. Per State Sanitary Code Chapter II, housing units must be weathertight and free from pests.

In providing affordable housing opportunities from Beverly neediest families, the BHA strives to provide decent, safe and sanitary housing. The three duplexes slated for improvement are occupied by families with an average four-person median family income of \$26,240.00. This level qualifies the families living at 101-105 Essex Street as extremely low-income earning under 30% of HUD's area-wide median household income (\$28,250.00). The six three-bedroom units can house a maximum of six persons each according to State Sanitary Code Chapter II (two persons per bedroom) or a total of 36 individuals. As of April 1, 2014, 101-105 Essex Street housed 27 persons in total with sixteen children. Eighty-three percent or five out of the six units are headed by single female-headed households. It is imperative that public housing units be preserved to serve those that need them the most. Tenant rent levels in stated-aided public housing are 27% of income thus providing an affordable housing opportunity.

**a. Community Need:**

Per the Community Preservation Act MGL Chapter 44B as amended by St. 2012, c. 139, §§ 69-83, section 1, the roof replacement activity proposed in this grant applications meets the definition of “community housing” because it is housing for low and moderate income families; the definition of “community preservation” because it will preserve community housing; the definition of “low income housing” because it serves families earning under 80% of HUD median area income; and the definition of “preservation” because the project will protect real property from harm or destruction.

The Essex Street Family Housing Roof Replacement Project meets the following CPC General Evaluation Criteria:

2. Leverage additional public or private funds. The Beverly Housing Authority will provide additional public funds (\$9,000.00) to pay for the cost of personnel working on the project. The plan calls for administrative staff time from the Executive Director, the Deputy Director, the Director of Building Facilities and Security and the Director of Administration on Finance (processing of requests for payment).
3. Demonstrates practicality and feasibility, and that the project can be implemented within budget and on schedule. The BHA staff involved with this project have completed both large new construction and substantial rehabilitation projects. This roof rehabilitation project is a relatively small activity in relation to many others completed the BHA management team. A preliminary plan, design and budget are complete. The BHA is ready to procure architectural services if and when the grant funding is approved.
5. Preserves and enhances the essential character of the City or upgrades and enhances the city experience for a broad a group of people as possible. State-aided public housing developments because they are maintained and improved with scarce state dollars can become an eyesore if funding is unavailable. This project will preserve six public housing units for current low income residents and for future low income residents over the next fifty years. Additionally, the 101-105 Essex Street development is situated directly next to Hurd Stadium which is utilized by a large number people on a daily basis during season. The roof replacement project will enhance the visual experience for many utilizing Hurd Stadium.
6. Protects resources that would otherwise be threatened. As already referenced earlier, without the infusion of additional dollars to supplement of State Capital Improvements Budget, public housing units are in jeopardy of falling into further disrepair resulting in increased repair costs and the potential for immediate health and safety code violations via weather and pest infiltration.
7. Demonstrates a clear public benefit. The Beverly Housing Authority and all of its public housing units are for use by the public. The preservation of affordable “public” housing authority units for our poorest populations (with the next step being shelter or homelessness) serves a clear public benefit.
8. Is in compliance with the Law and the Beverly Ordinance, the Beverly CPC Application Process and Timeline and is eligible for CPA funding. The BHA has adhered to the application process and timeline set forth in the 2014 Application Instructions and Process and will continue to do so. Please see the first paragraph listed above under Community Need for the project compliance with CPA legislation.
9. Has received broad-support from community members. Please see the attachments for support letters from Beverly Bootstraps and Beverly Children’s Learning Center.
10. Implementation of the project under the selected category(s) does not adversely impact other category(s). The proposed project is a roof replacement project at an existing public housing development. It will not adversely affect projects proposed under open space, historic preservation or recreation.

The Essex Street Family Housing Roof Improvement Project meets the following Category Specific Evaluation Criteria for Community Housing:

- a. Ensures long-term affordability. Beverly Housing Authority units will be affordable to low and moderate income household in perpetuity.
- b. Promotes use of existing buildings or construction on previously-developed private or city-owned sites. 101-105 Essex Street is an existing state-aided public housing development owned by the Beverly Housing Authority and thus government-owned.
- c. Supports the housing needs of a range of qualified residents who earn less than 100% of the area-wide median income. All future tenants must meet the DHCD income guidelines of earning 80% or less of HUDs median area income. Currently, the residents at the six units earn less than 30% of HUD area-wide median income.
- e. Provides affordable ownership and rental opportunities. The six three-bedroom units provide affordable rental opportunities for low and moderate income families. Based on DHCD regulations for state-aided public housing, residents at 101-105 Essex Street will pay only 27% of their total household income. Based on the current monthly income average, 27% translates into a monthly average rent of \$590.00 for a three-bedroom unit, thus extremely affordable in a rental housing market where \$1,600.00 or higher is the going rate.

**b. Feasibility:** List and explain all further actions or steps that will be required for completion of the project.

The 101-105 Essex Street development has no issues of site control because the Beverly Housing Authority owns the parcel and the building thereon. The project does not require additional permits or approvals as it is existing and not historic. The Essex Street Family Housing Roof Replacement Project has a short anticipated completion timeline of two months. As soon as notice of award is received, the BHA will procure architectural design services and construction bid specification will be generated. When bid specifications are complete, the roof replacement project will be put out to public bid, a contractor will be hired and the project can commence with good weather conditions in May of 2015. The BHA expects this project to be completed on time and on budget.

**c. Maintenance & Long Term Preservation:**

The Beverly Housing Authority does not anticipate problems with the long term preservation of the roofs at 101-105 Essex Street. The most important component in this project is the proper prep work and proper installation of 50-year roofing shingle. The BHA management team and architect will ensure this result. The current shingle is a twenty-year shingle that lasted 24 years. The BHA anticipates that the new roof will last fifty years. The only ongoing maintenance required will be the annual cleaning of gutters and downspouts to be completed by BHA maintenance personnel.

**d. Maps & Visual Materials:**

Please see the attached pictures showing the deteriorated roof conditions at the three state-aided public housing units located at 101-105 Essex Street. Additionally, there are three city maps showing the location of the existing development.

























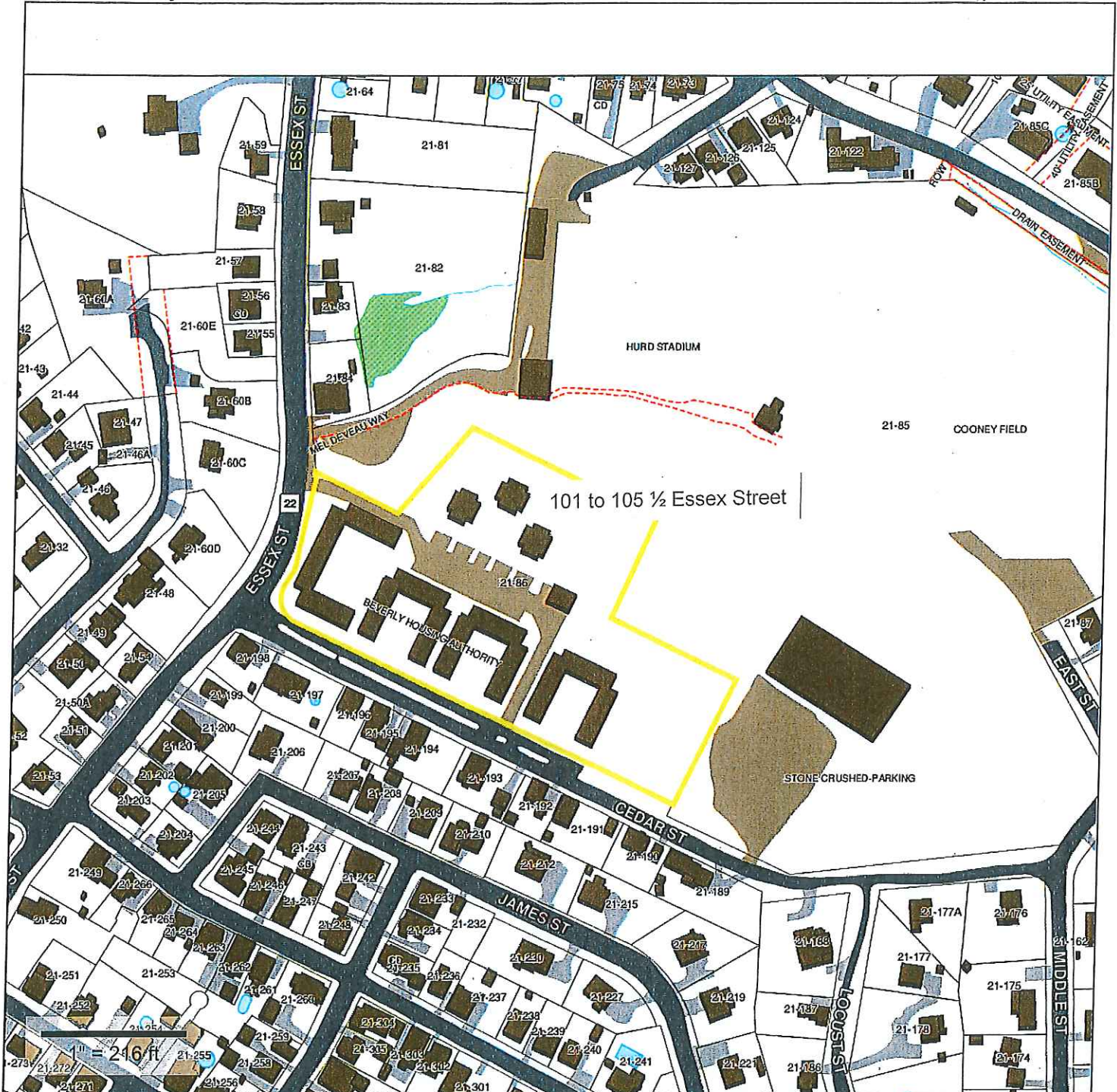










**Property Information**

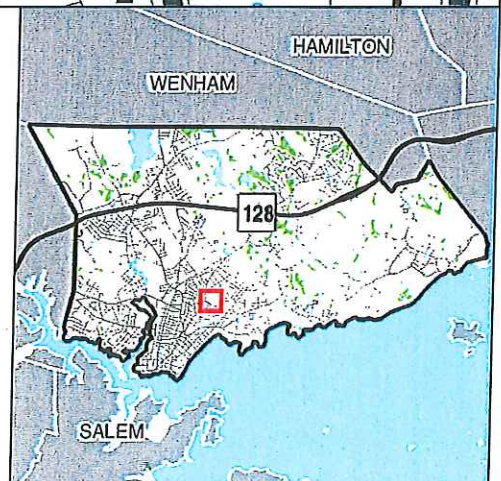
Property ID 21-86  
 Location CEDAR ST  
 Owner



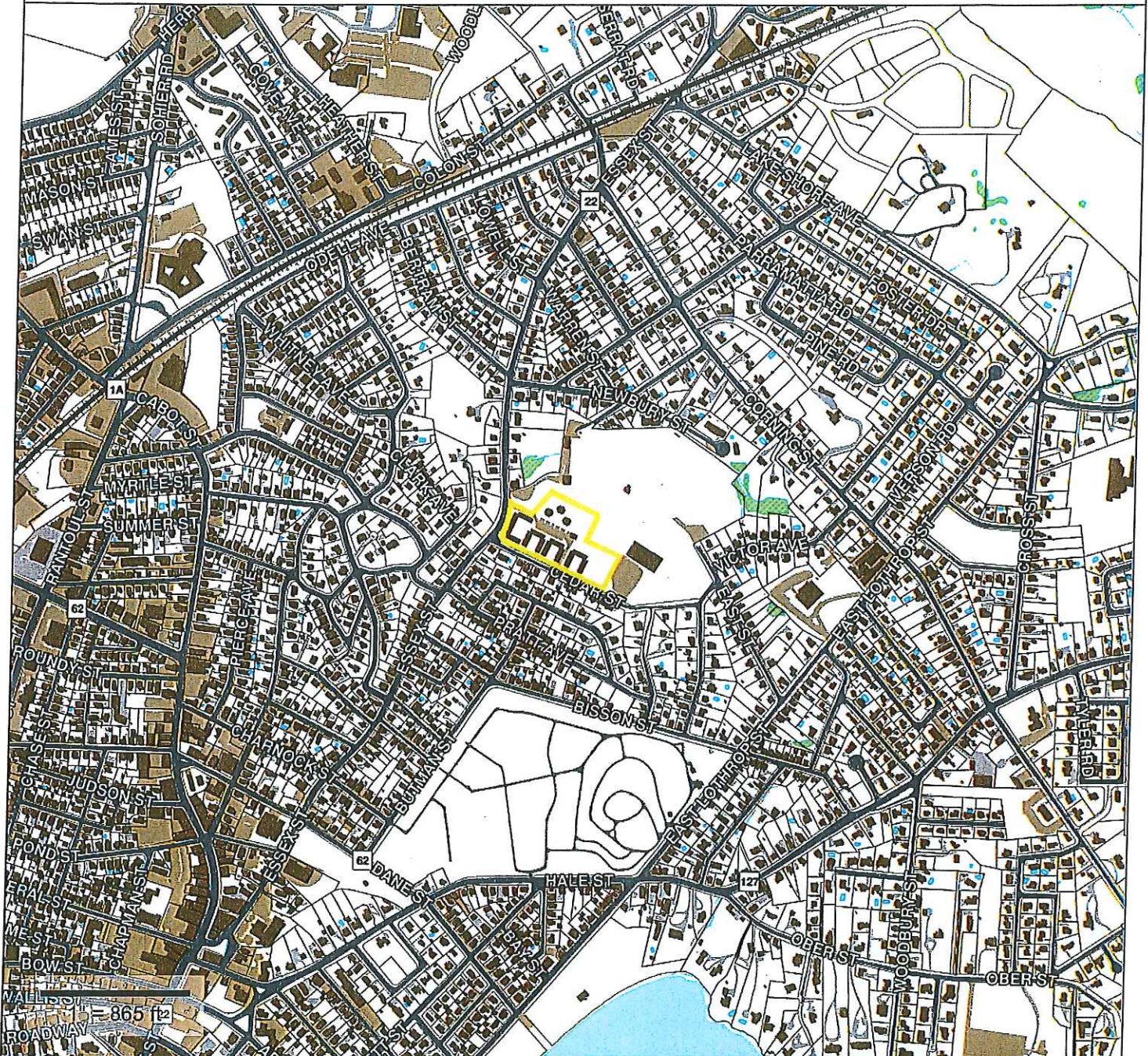
**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**

The City makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated February 7, 2014





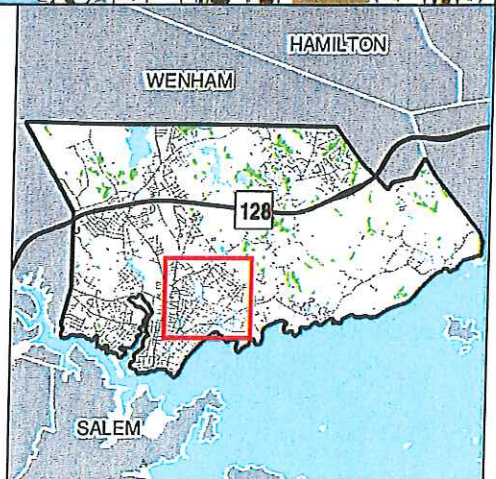
**Property Information**

Property ID 21-86  
Location CEDAR ST  
Owner

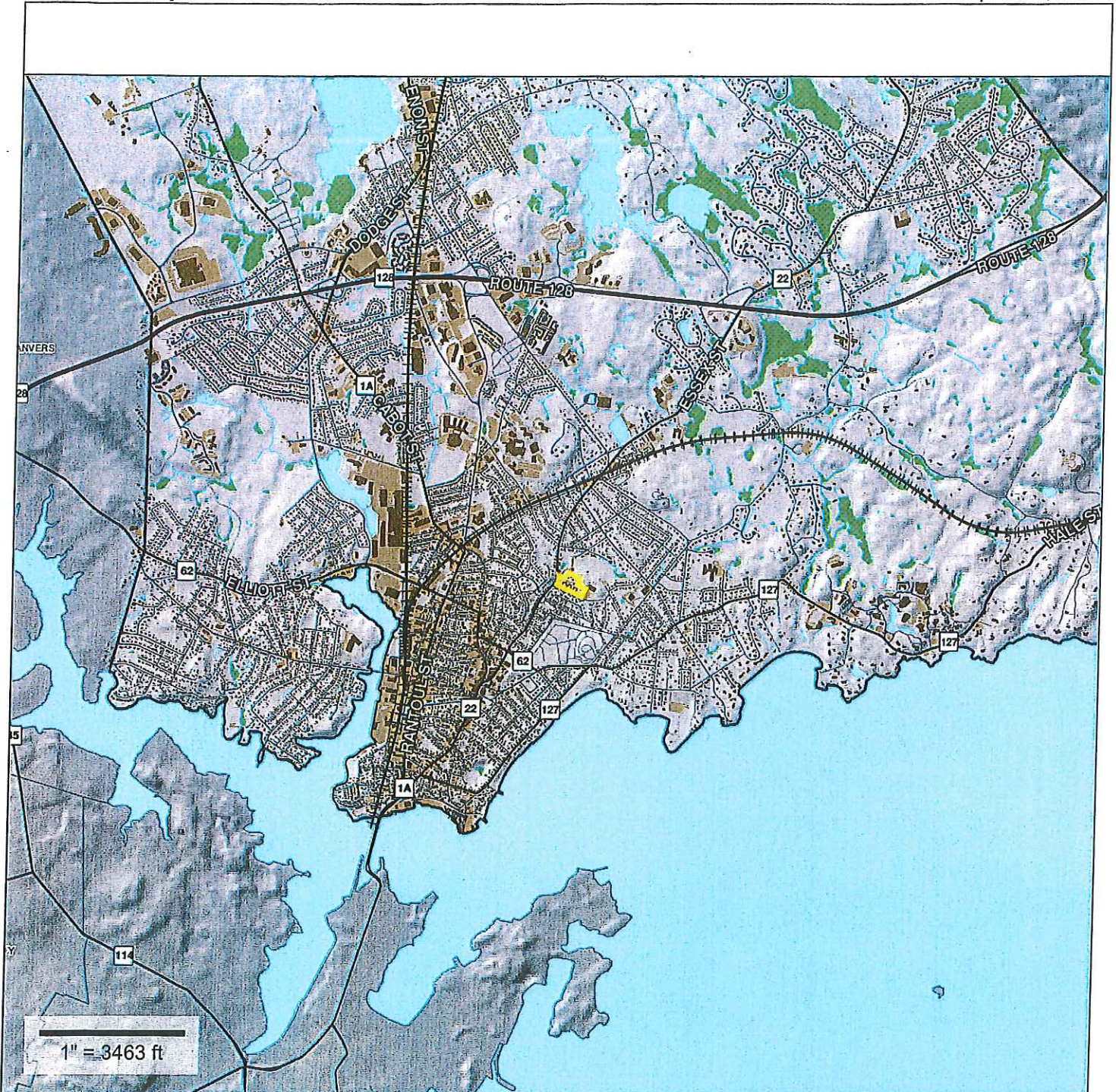
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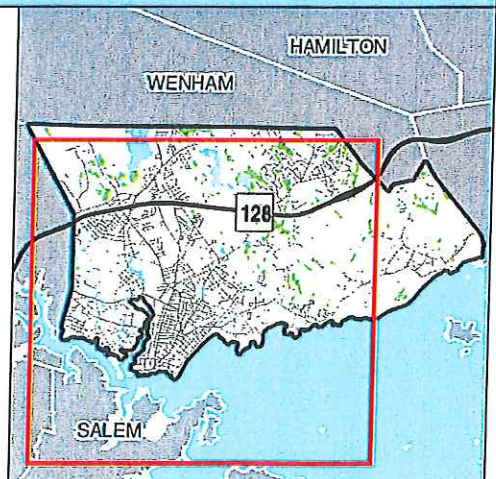
**Property Information**

Property ID 21-86  
Location CEDAR ST  
Owner

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## 2014 CPA PROJECT FUNDING APPLICATION

### Project Budget Form

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- Project Title: Essex Street Family Housing Roof Replacement Project
- Applicant Contact Information:  
Contact Person: Kevin Ascolillo, Executive Director  
Organization: Beverly Housing Authority

SOURCES OF FUNDING		
Source	Amount	Percentage of Total Budget
Community Preservation Act Fund	\$ 90,000.00	90%
Beverly Housing Authority	\$ 9,000.00	10%
<b>Total Project Funding</b>	<b>\$ 99,000.00</b>	<b>100%</b>

ITEMIZED PROJECT EXPENSES		
Expense	Amount	To Be Funded by CPA? Y/N *Please refer to DOR's Allowable Uses Chart
Architect/Design Services	\$ 8,000.00	Y
Plans, Specs., and Advertising	\$ 1,870.00	Y
Construction	\$ 80,130.00	Y
BHA Salaries/Oversight	\$ 9,000.00	N
<b>Total Project Expenses</b>	<b>\$ 99,000.00</b>	

\*If the project is a community housing project, please submit a development budget and a sources and uses budget. Also, home ownership projects shall include an affordability analysis, and housing rental projects shall include a five-year operating budget.

Please feel free to photocopy or recreate this form if more room is needed.

**ROOF REPLACEMENT  
NEW ESSEX DEVELOPMENT  
BEVERLY HOUSING AUTHORITY  
COST ESTIMATE**

**Raymond T. Guertin, Architect**

**February 10, 2014**

Description	Cost
<b>BUILDING 101</b>	
Remove & dispose of existing roofing & flashing down to existing deck: (2,212 SF @ \$1.75/SF)	\$3,870
Supply and install new 50 year Architectural Grade Roof Shingles, Ice & Water Sheet, Aluminum Drip Edges, and Metal Flashings: (2,212 SF @ \$4/SF)	\$8,800
Replace existing aluminum gutters & downpouts: (302 LF @ \$18/LF)	\$5,440
Miscellaneous Repairs - replace deteriorated roof sheathing, trim repairs, etc. (Allowance):	<u>\$2,300</u>
<b>TOTAL BUILDING 101:</b>	<b>\$20,410</b>
<b>BUILDING 103</b>	
Remove & dispose of existing roofing & flashing down to existing deck: (2,212 SF @ \$1.75/SF)	\$3,870
Supply and install new 50 year Architectural Grade Roof Shingles, Ice & Water Sheet, Aluminum Drip Edges, and Metal Flashings: (2,212 SF @ \$4/SF)	\$8,800
Replace existing aluminum gutters & downpouts: (302 LF @ \$18/LF)	\$5,440
Miscellaneous Repairs - replace deteriorated roof sheathing, trim repairs, etc. (Allowance):	<u>\$2,300</u>
<b>TOTAL BUILDING 103:</b>	<b>\$20,410</b>
<b>BUILDING 105</b>	
Remove & dispose of existing roofing & flashing down to existing deck: (2,212 SF @ \$1.75/SF)	\$3,870
Supply and install new 50 year Architectural Grade Roof Shingles, Ice & Water Sheet, Aluminum Drip Edges, and Metal Flashings: (2,212 SF @ \$4/SF)	\$8,800
Replace existing aluminum gutters & downpouts: (302 LF @ \$18/LF)	\$5,440
Miscellaneous Repairs - replace deteriorated roof sheathing, trim repairs, etc. (Allowance):	<u>\$2,300</u>
<b>TOTAL BUILDING 105:</b>	<b>\$20,410</b>
<b>TOTAL CONSTRUCTION:</b>	<b>\$61,230</b>
Contractors Overhead & Profit (18%):	\$11,000
Bonds & Insurance (3%):	\$1,800
Contingency (10%):	\$6,100
<b>TOTAL PROJECT COST:</b>	<b>\$80,130</b>
<b>ARCHITECTURAL FEE (10%):</b>	<b>\$8,000</b>



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## 2014 CPA PROJECT FUNDING APPLICATION

### Project Schedule Form

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- Project Title: Essex Street Family Housing Roof Replacement Project
- Applicant Contact Information:  
Contact Person: Kevin Ascolillo, Executive Director  
Organization: Beverly Housing Authority

Please provide a project timeline below and describe the various activities, noting all project milestones.

	Estimated Date	Activity
Project Start	May 1, 2015	Architect/Designer Selected. Bid Specifications Complete. Project Bid. Contractor Hired. Material Ordered and Delivered.
Project Milestone	May 15, 2015 2 Weeks	One Building Stripped and New 50-Year Shingle Installed
50% Completion	June 1, 2015 2 Weeks	One Building Complete and 2 <sup>nd</sup> Building Stripped
Project Milestone	June 15, 2015 2 Weeks	2 Buildings Complete and 3 <sup>rd</sup> Building Stripped
Project Completion	July 1, 2015	3 Buildings Complete. New 50-Year Shingle Installed with Gutters and Downspouts

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

Please feel free to photocopy or recreate this form if more room is needed.



CT  
 SEE PL. B. 174  
 PL. 78

City of Beverly

BOARD OF ALDERMEN

May 6, 1985

& PLAN

ORDERED:

That the Board of Aldermen do, and the same hereby transfer ownership of 53,600 square feet of land which abuts the Beverly Housing Authority elderly housing on Cedar Street to the Beverly Housing Authority for the price of One Dollar (\$1.00)

Be it further ordered that the City Solicitor be, and the same is hereby requested to draw the necessary documents to effect this transfer.

Mayor Authorized to sign said deed.

1985 MAY 10 P 12:01

# 183



ATTEST:

*Richard Kelly*  
 City Clerk



234 1

ORDER ALDERMAN ALDERMAN

TO CONVEY DEED TO BEL

HOUSE AUTHORITY - CERRA

IN BOARD OF ALDERMEN

First reading MAY 06 1985

Second reading

Adopted MAY 06 1985

Presented to Mayor

MAY 9 1985

Approved

MAY 9 1985

*John M. ...*

Mayor

Entered Page 186 Vol 91

234 1

MAY 06 1985

In Board of Aldermen

Referred to standing Committee on

FINANCE & PROPERTY

5:11 - 5:25 PM

ALDERMAN ROMAN MOVED  
TO AMEND ORDER TO  
AUTHORIZE THE MAYOR

TO SIGN DEED - SO VOTED

8-8

*Richard C. Kelley*

clerk

REC'D MAY 10 1985

M 183

For witnesses whereof, the said City of Beverly  
has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and  
delivered in its name and behalf by F. John Monahan

its Mayor hereto duly authorized, this Ninth  
day of May in the year one thousand nine hundred and

Signed and sealed in presence of

City of Beverly

by

*F. John Monahan*  
its Mayor

The Commonwealth of Massachusetts

Essex

ss.

May 9, 1985

Then personally appeared the above named F. John Monahan  
and acknowledged the foregoing instrument to be the free act and deed of the City of Beverly

before me,

*Ellen C. Paluzzi*  
Notary Public — Justice of the Peace

My commission expires

12/15



CHAPTER 183 SEC. 6 AS AMENDED BY CHAPTER 497 OF 1969

Every deed presented for record shall contain or have endorsed upon it the full name, residence and post office address of the grantee and a recital of the amount of the full consideration thereof in dollars or the nature of the other consideration therefor, if not delivered for a specific monetary sum. The full consideration shall mean the total price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.

City of Beverly  
 a corporation duly established under the laws of Commonwealth of Massachusetts  
 and having its usual place of business at 191 Cabot Street

Beverly Essex County, Massachusetts  
 for consideration paid, and in full consideration of one dollar  
 grants to Beverly Housing Authority  
 of 60 Herrick Street Beverly, MA with quiet claim endorsement  
 the land in said Beverly (Cedar Street)

(Description and encumbrances, if any)

Beginning at point 136.31 feet southeasterly from the easterly line  
 of Essex Street and running

NORTHEASTERLY by remaining land of the City of Beverly as shown on a  
 plan hereinafter mentioned 167.63 feet, then turning and running

SOUTHEASTERLY again by remaining land of the City 310.00 feet, then  
 turning and running

SOUTHWESTERLY again by remaining land of the City 160.00 feet to a  
 point at land of the Beverly Housing Authority then turning and  
 running

NORTHWESTERLY by land of the Beverly Housing Authority 360.00 feet  
 to the point of beginning

containing 53,600 square feet and shown on a plan by Gerald R.  
 Marsella R.L.S. dated May 1985.

FOR GRANTORS TITLE see deed in BOOK 823, Page 34 recorded in Essex  
 South District Registry of Deeds.



April 29, 2014

Mr. Kevin Ascolillo,  
Executive Director  
Beverly Housing Authority  
137 Rear Bridge Street  
Beverly, MA 01915

RE: Essex Street Family Housing Roof Replacement Project

Dear Kevin,

I am happy to provide this letter of support for your application for \$90,000.00 for the replacement of three roofs at 101-105 Essex Street.

We provide services to some of these families and it is in everyone's best interest to be sure these units have roofs that are in good condition. As we all know, a leaking roof can lead to extreme damage to the housing unit and very detrimental living conditions that can affect the health of the inhabitants.

Knowing these families and the hardships they already face, it is very important for them to have safe, healthy living environments if they are to have any chance of bettering themselves so that they can leave the housing system.

It is particularly troubling to know that there are 16 children under the age of 18 years who reside on the property.

We hope you are successful in your quest for this funding.

Best Regards,

A handwritten signature in blue ink that reads 'Sue Gabriel'.

Sue Gabriel  
Executive Director

**Beverly Children's Learning Center, Inc.**  
600 Cummings Center, Suite 171X, Beverly, MA 01915



PHONE 978-927-1269  
FAX 978-927-1774

April 29, 2014

Mr. Kevin Ascolillo, Executive Director  
Beverly Housing Authority  
137 Rear Bridge Street  
Beverly, MA 01915

RE: SUPPORT OF CPA GRANT APPLICATION

Dear Mr. Ascolillo,

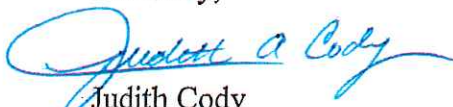
The Beverly Children's Learning Center (BCLC) would like to take this opportunity to support your 2014 Community Preservation Act Grant Application. The affordable housing opportunities provided by the Beverly Housing Authority certainly qualify as "community housing." The preservation of such housing is critical to low income families in the region served by both of our agencies.

The first step in helping a low income family pursue economic self-sufficiency is to secure safe, decent and affordable housing. Once a family's housing situation is stable, adult members with the help of affordable day care can look for employment opportunities. The Beverly Housing Authority provides the first step and Beverly Children's Learning Center provides the next.

In the current economic downturn, agencies that depend on shrinking public dollars have a difficult time maintaining services and in the case of the BHA, maintaining an aging housing stock. There is never enough funding to do what you need to do. Your public housing units are absolutely necessary for our neediest residents that would have nowhere else to go otherwise. For this reason, Beverly Children's Learning Center wholeheartedly supports the Beverly Housing Authority's grant request for \$90,000.00 in Community Preservation Act funds to replace three roofs at 101-105 Essex Street. These six three-bedroom units are invaluable to low income families because affordable larger size housing units are next to impossible to secure in the open market. Letting these units slip further into disrepair could result in them not being available at all.

The Beverly Children's Learning Center hopes that you will receive the monies that you are requesting from the available Community Preservation Act funding. If you require anything additional from BCLC, please feel free to ask.

Sincerely,

  
Judith Cody  
Executive Director

5(g) Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed

The Beverly Housing Authority will follow all the procedures set forth by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD). All projects completed in state-aided public housing developments utilize DHCD's Construction Handbook: A Guide for Modernization and Development of State-Aided Public Housing. Additionally, the BHA will use DHCD's Scope of Services Contract for architectural services. For a complete list of procurement procedures, contract documents and construction guidebooks to be adhered to during all phases of the Essex Street Family Roof Replacement Project please access the following web site:

[www.mass.gov/hed/housing/ph-mod](http://www.mass.gov/hed/housing/ph-mod)

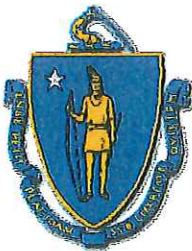


# CONSTRUCTION HANDBOOK

A GUIDE FOR MODERNIZATION AND DEVELOPMENT OF  
STATE-AIDED PUBLIC HOUSING

APRIL 2013

**Massachusetts** Department of  
*Housing and Community Development*



DEVAL L. PATRICK, GOVERNOR  
AARON GORNSTEIN, UNDERSECRETARY

PREPARED BY:  
CONSTRUCTION MANAGEMENT UNIT

	INTRODUCTION .....	1
	ROLES AND RESPONSIBILITIES .....	2
	STEPS IN THE CONSTRUCTION PHASE .....	5
<b>1</b>	<b>PRECONSTRUCTION PROCEDURES .....</b>	<b>5</b>
	<input type="checkbox"/> LHA CREATES PROJECT FILE	
	<input type="checkbox"/> LHA SELECTS THE RESIDENT COORDINATOR	
	<input type="checkbox"/> DESIGNER HIRES PROJECT REPRESENTATIVE	
	<input type="checkbox"/> DESIGNER ORGANIZES PRECONSTRUCTION MEETING	
	<input type="checkbox"/> ISSUE THE NOTICE TO PROCEED	
	<input type="checkbox"/> ORGANIZE THE GROUNDBREAKING CEREMONY	
<b>2</b>	<b>CONSTRUCTION STARTUP PROCEDURES.....</b>	<b>13</b>
	<input type="checkbox"/> CONDUCT SITE SURVEY	
	<input type="checkbox"/> SET UP OFFICE	
	<input type="checkbox"/> SET UP PROJECT DIRECTORY	
	<input type="checkbox"/> CONTRACTOR PREPARES CONSTRUCTION PROGRESS SCHEDULE	
	<input type="checkbox"/> SCHEDULE OF VALUES	
	<input type="checkbox"/> RECORD DRAWINGS	
<b>3</b>	<b>PROCEDURES DURING CONSTRUCTION .....</b>	<b>15</b>
	<input type="checkbox"/> INSPECTION BY LOCAL AGENCIES AND INSPECTORS	
	<input type="checkbox"/> CONTRACTOR'S ADMINISTRATIVE RESPONSIBILITIES	
	<input type="checkbox"/> WEEKLY FIELD MEETINGS	
	<input type="checkbox"/> COMMUNICATIONS AND SUPERVISION	
	<input type="checkbox"/> TESTING PROCEDURES	
	<input type="checkbox"/> SUBMITTALS	
	<input type="checkbox"/> INTERPRETATION OF DOCUMENTS	
	<input type="checkbox"/> CHANGES TO THE CONTRACT DOCUMENTS	
	<input type="checkbox"/> WORK IN DISPUTE	
	<input type="checkbox"/> PAYMENTS TO CONTRACTORS	
<b>4</b>	<b>ACCEPTING THE PROJECT .....</b>	<b>33</b>
	<input type="checkbox"/> PREPARING FOR OCCUPANCY	
	<input type="checkbox"/> OCCUPANCY PERMIT	
	<input type="checkbox"/> FINAL INSPECTION AND PUNCHLIST	
	<input type="checkbox"/> CERTIFICATE OF SUBSTANTIAL COMPLETION	
	<input type="checkbox"/> PROPERTY AND COMPREHENSIVE INSURANCE	
<b>5</b>	<b>CONSTRUCTION CLOSEOUT PROCEDURES .....</b>	<b>35</b>
	<input type="checkbox"/> COMPLETION TIMETABLE	
	<input type="checkbox"/> PREPARATION FOR MAINTENANCE	
	<input type="checkbox"/> FINAL COMPLETION DOCUMENTS	
	<input type="checkbox"/> FINAL COMPLETION PROCEDURES	
	<input type="checkbox"/> WARRANTIES AND GUARANTEES	
	<input type="checkbox"/> UPDATE CPS DATA	



**FOR AIMM JOBS WITH DESIGN FEES OF LESS THAN \$10,000 AND ESTIMATED  
CONSTRUCTION COSTS OF MORE THAN \$25,000 BUT LESS THAN \$100,000**

## **Instructions for Completing the Scope of Services**

The Scope of Services (“SOS”) for jobs with estimated design fees of less than \$10,000 and estimated construction costs of more than \$25,000 but less than \$100,000 is designed to be a guide for LHAs to use in contracting with a Designer. The document is in Word format, which allows it to be easily edited by the LHA. LHAs are required to use the SOS so as to minimize contracting problems and to set the foundation for a good working relationship between the LHA and the Designer.

Many of the sections of the SOS are self-explanatory – such as Background and Project Goals – and so need little elaboration here. Other sections – such as Project Phases or Work Included – may not be familiar to the LHA and so will be discussed in greater detail. The instructions (in *italics*) will walk through all the sections of the SOS, just as they appear in the SOS itself, thereby making it easy for the writer of the SOS determine what to write in each section. Let’s begin.

### **SCOPE OF SERVICES**

DHCD Project # [this is where you will put the project number from your award letter]

[Put the name of the housing authority here] **Housing Authority**

[Project Description]

[Date - put in the date you prepare the SOS]

The Construction Budget for this project is \$\_\_\_\_\_ and the Design Fee is \$\_\_\_\_\_ [this is filled in after you and the Designer have agreed upon a fee].

#### **I. Background:**

*The LHA should tell the Designer something about the problem/condition that it wants the Designer to address. For example, for a leaking roof problem, it would be good for the Designer to know that the roof is sloped and has one layer of asphalt shingles that were installed in 1991.*

*This is also the place where the LHA would tell the Designer whether or not as-built drawings exist for the property in question. (The existence or absence of as-built drawings can make a big difference in the cost of design services.)*

#### **II. Project Goals and General Scope:**

*The LHA can use the project description from DHCD’s Capital Planning System (CPS) as a starting point for describing what it expects the end product to be. For example, if you have a leaking roof, the end product is fairly simple – a roof that doesn’t leak!*

### III. Project Phases:

Work under this Scope of Services ("SOS") is divided into the Project Phases as listed below. Each Project Phase may consist of one or more required submissions, and may include site visits, meetings with the Authority and others, or other tasks as described.

*This is where things get interesting. As you can tell from the preceding paragraph, the Project Phases portion of the SOS is filled with "may's," meaning that the SOS writer will have to pay close attention to what is, and is not, to be included. All the possible phases are shown below, with all the possible steps shown within a phase. The task for the SOS writer thus becomes a matter of exclusion.*

*The general approach is that the Project Phases section will be completed after the LHA has had the opportunity to meet with the Designer and discuss the LHA's needs and budget. This section thus becomes a memorialization of what the LHA and Designer have agreed to.*

#### A. Study/Investigative Phase: *[this is modified by the LHA to reflect the Designer's proposal]*

1. Attend a "Kick-Off" meeting with the Authority to review the project. Prior to the meeting the Designer shall:
  - (a) Thoroughly review the requirements of the SOS including scope, budget, and schedule.
  - (b) Visit the site and become familiar with existing conditions as they relate to the scope.
  - (c) Conduct a preliminary review of the codes and regulations relating to the project.
  - (d) Formulate a general approach (or alternative approaches) to the design of the project for informal presentation and discussion at the "Kick-Off" meeting.
  - (e) Collect and study all available drawings, reports, maintenance reports and other existing data pertaining to the project.
  - (f) Conduct all appropriate testing.

#### B. Schematic Design Phase: *[this is modified by the LHA to reflect the Designer's proposal]*

1. Collect and study all available drawings, reports, maintenance reports, and other existing data pertaining to the project.
2. Conduct a thorough on-site review of conditions relating to the project.
3. Analyze all applicable codes and regulations, including any special design standards supplied by the Department of Housing & Community Development (DHCD).
4. Interview the Authority staff and tenants. Meet with local building officials.
5. Prepare and submit a formal "Schematic Design" submission incorporating any previously required changes, suggestions, or additions. A cost estimate and schedule update shall be included in the submission. *[NOTE: The LHA is required to submit a schematic design package to DHCD for review, so make sure that a schematic submission is part of the Designer's contract.]*

#### C. Construction Documents Phase: *[this is modified by the LHA to reflect the Designer's proposal]*

1. Prepare and submit "Construction Document Submissions" at the 95% and 100% levels of completion. *[NOTE: The LHA is required to submit a 95% construction*



*documents package to DHCD for review, so make sure that a 95% construction documents submission is part of the Designer's contract.] For each submission:*

- (a) Include a cost estimate and schedule.
  - (b) Incorporate the DHCD "front end" materials, including Division 01, General Requirements of the Technical Specifications into the Project Manual. (This material is available on electronic media to facilitate editing.)
  - (c) Include Specifications prepared in DHCD's standard format (modified CSI).
2. If required by the Authority, meet with the Authority to resolve any issues.
  3. A single construction bid package shall be prepared for the solicitation of competitive bids in accordance with MGL Chapter 149 Section 44A-J bid requirements

**D. Bid Phase:** *[this is modified by the LHA to reflect the Designer's proposal]*

1. Prepare any and all addenda required during the bidding phase.
2. Provide technical assistance to the Authority relative to questions and requests for clarifications received from potential bidders.
3. Make recommendations to the Authority regarding the award of a Construction Contract.

**E. Update the Capital Planning System Phase:** *[do not modify this phase]*

1. Assist the LHA in updating their Capital Planning System (CPS) building inventory components that are anticipated to be replaced or altered as a part of this project. DHCD and all Local Housing Authorities utilize CPS to electronically gather, track, and forecast inventory and condition data for the Commonwealth's supply of state-assisted public housing. Completion of the Update CPS Phase is a key deliverable in the scope of services.
2. Attached is a PDF of a standard CPS report titled Facility Inventory Condition Assessment Report. The report lists all building inventory components for this capital improvements project and is standard output from CPS.
3. Print the CPS report onto paper. Mark-up or "redline" the report to identify which building inventory components were altered as a part of this project. Keep the hardcopy for record purposes.
4. Scan the edited Facility Inventory Condition Assessment Report into an electronic PDF. Transmit the PDF to the LHA, and to the DHCD Project Manager.
5. Note it is the LHA's responsibility to review the Designer's edited Facility Inventory Condition Assessment Report, and then make the actual updates to the LHA's inventory and condition records with the CPS database.
6. The designer shall respond to reasonable question from the LHA for all of the above.
7. For reference purposes, two typical situations are described below that will likely be encountered in the Update the Capital Planning System Phase.

*Example of Complete Replacement:* Consider a typical sloped shingle roof with an industry standard life expectancy of 30 years. If the roof was completely replaced as part of this project, the Designer should indicate on the redline copy of the report the following information:

- at **Year Installed** enter the year the new roof was installed (2012 for this example)
- at **Adjusted Lifespan** enter to the number 0 (which indicates the new roof is at the beginning of its expected lifespan);

- at **Expiration Year** enter the year the roof is expected to need total replacement (2042 in this example). 2042 is arrived at since the shingle roof is expected to last 30 years, and was installed in 2012, hence  $2012 + 30 = 2042$ .

*Example of Partial Replacement:* Consider a window replacement for a building containing 100 similar windows. The project includes enough funds to replace 60% of the worst windows with new units, while the remaining 40% of the windows will get replaced in a future project as funds allow. In this example, the Designer should use two different means to effectively account for the work. A new row of inventory data can be “written-in” at the bottom of the report to account for characteristics of the 60 new windows. Conversely, the row of window inventory data already appearing in the report can be changed by editing the **Quantity** to 40, thus accurately leaving 40 windows untouched and as-is within CPS. Note the “write-in” approach can also be used to write in information onto the report for entirely new inventory components that do not appear whatsoever within the CPS generated Facility Inventory Condition Assessment Report.

For CPS questions or technical assistance, please contact Rick Brouillard@ 617-573-1193 or [Richard.brouillard@state.ma.us](mailto:Richard.brouillard@state.ma.us)

**F. Construction Phase:** *[this is modified by the LHA to reflect the Designer’s proposal]*

1. Attend periodic job meetings at the project site to observe the quality and progress of the work and furnish a written field report for every such visit, including the minutes of the job meeting.
2. Review and act upon shop drawings, in a timely manner, as submitted by the contractor.
3. Provide consultation and technical assistance in the interpretation of contract documents.
4. Review construction process to ensure compliance with construction documents.
5. Review and recommend action relative to Contractor's Request for Payments.
6. Ensure that all necessary inspections and approvals from appropriate regulatory authorities are secured.
7. Prepare punch lists and final contractor payment/completion documents.

**IV. Submission Schedule:** *[It is highly recommended that no modifications be made to this section.]*

The submission times listed in **Table 1** herein are requirements of this SOS, not estimates. Unless otherwise stated, performance times listed below include the time required for any meetings necessary to the production of the submission. The Authority shall approve or reject the submission. Non-approved submissions must be resubmitted within the time period shown. A resubmission may consist of additional information requested by the reviewer, a partial resubmission, or complete resubmission.

Submissions must be complete. If, for example, a submission requires a cost estimate that has not been included, the Authority will notify the Designer of the missing item, and the submission will not be reviewed until the cost estimate is received. **NOTE:** Each submission requires certification by the Designer that the materials and details specified in the submission meet the DHCD design guidelines or indicate where the submission does not meet a guideline and state why.



**V. Estimated Project Duration:** *[The only modifications to this section would be supplying the times associated with each period of work as noted.]*

The total duration of this SOS is estimated at approximately \_\_\_\_ weeks, which is composed of a design and review period of \_\_\_\_ weeks, a Bidding Phase of \_\_\_\_ weeks, and a Construction Administration Phase of \_\_\_\_ weeks. These durations are estimates only. Actual durations may vary according to the extent of document revisions required, time required for regulatory approvals, and the construction contractor's performance. Such variances in estimated time will not, in and of themselves, constitute a justification for an increased fee.

**VI. Work Included:**

Unless specifically excluded, services to be performed consist of the tasks described in this SOS including all investigative work, design work, preparation of construction documents, bidding period administration, Owner-Contractor contract administration, and other related work reasonably inferred as being necessary to meet the project's stated scope and goals.

*Much like Section III, Project Phases, it is anticipated that the "Work Included" section will be modified after the LHA has had the opportunity to meet with the Designer to discuss its needs and budget. This section thus becomes a memorialization of what the LHA and Designer have agreed to.*

Services specifically include (but are not limited to) the following items that are included in the design fee shown on Page 1 of this SOS:

- A. Cost Estimating.** *[this is modified by the LHA to reflect the Designer's proposal]* Detailed constructions cost estimates, whether done by the Designer or a consultant or subcontractor to the Designer, are included in this SOS. In addition, where project cost estimates generated during the design process exceed the approved construction budget listed in the contract, it shall be the responsibility of the Designer, as part of the fee stated on Page 1 of this SOS, to research and propose ways to reduce such costs while meeting DHCD construction standards.
- B. Revisions and Re-submissions of "Non-Approved" work.** *[this is modified by the LHA to reflect the Designer's proposal]* The Authority will review and issue written comments on all Designer submissions. Work found to be "Not Approved" shall be revised and resubmitted at no additional cost. Such submission approvals will not be withheld unreasonably. The Authority may require revisions and/or resubmissions where submitted designs or construction documents:
1. Do not meet the requirements for submission content,
  2. Do not meet building code, Massachusetts bid law, or other regulatory requirements,
  3. Do not adequately or accurately reflect the project's goals, scope, or tasks as stated herein,
  4. Are not sufficiently clear or complete enough to allow for proper bidding and construction,
  5. Do not meet, or have not been shown to be equal in quality to established DHCD design and construction standards,
  6. Do not reflect the most cost-effective means of meeting project goals and scope.
- C. Architecture and Engineering Services:** *[this is modified by the LHA to reflect the Designer's proposal]*

All architectural and engineering services incidental and required to fulfill the project goals and general scope as described herein are included in the fee stated on Page 1 of this SOS.

## VII. Submission Schedule & Payment Schedule

The Authority shall make progress payments upon satisfactory completion of each Project Milestone listed below indicated by written acceptance and approval.

### **Table 1 – Submission & Payment Schedule**

*All the information shown in the table below is for illustrative purposes only. The actual "Milestones," "Due" dates, "No. of Meetings," and "Payment" information for any particular SOS will be filled out after the LHA and the Designer have met and come to terms with regard to what services will be provided at what cost.*

<b><u>Milestone</u></b>	<b><u>Due</u></b>	<b><u>No. of Meetings</u></b>	<b><u>Payment</u></b>
Attend a "Kick-Off" meeting:	2 weeks from execution of Scope of Service	1	\$0000000
Schematic Design:	3 weeks from From "Kick-Off" meeting.	1	\$0000000
100% Construction Documents:	3 weeks from last written approval.	1	\$0000000
Bidding:	2 weeks	1	\$0000000
Update Capital Planning System:			\$0000000
Construction Administration:	12 weeks	12	\$0000000
<b>TOTAL</b>		<b>17</b>	<b>\$0000000</b>

The A/E shall invoice the Authority according to the above schedule. Upon Receipt of the A/E's invoice the Authority shall verify the milestone has been satisfactorily achieved and shall then forward said invoice to DHCD for payment.

## VIII. Expectations *[It is highly recommended that no modifications be made to this section.]*

- A. The Designer shall design a project to fit within the Construction Budget stated on Page 1.
- B. The Designer shall adhere to the Submission Schedule noted in Section VII.
- C. The Authority shall own the studies, designs, materials and submissions produced by the Designer.
- D. The Designer shall submit a proposal to the Authority for any services that the Designer believes are beyond this SOS ("extra services"). Such proposal must be approved by the Authority in writing before being considered accepted.
- E. The Designer shall be entitled to "extra services" for preparing change orders for work that could not be reasonably anticipated by the Designer.
- F. This contract may be terminated by the Designer or the Authority by written notice at any time.
- G. The Designer shall carry, at its own expense, professional liability insurance covering errors, omissions, or negligent acts in an amount not less than \$250,000.
- H. The Designer shall carry, at its own expense, workers' compensation insurance in accordance with Massachusetts General Laws, Chapter 152, as amended.
- I. This contract shall be governed by the laws of the Commonwealth of Massachusetts.



IN WITNESS WHEREOF, the [*name of housing authority*] Housing Authority and [*Design Firm*] have caused this Scope of Services to be executed by authorized officers this [*day*] day of [*month*], [*year*].

\_\_\_\_\_  
Housing Authority

By: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Design Firm]

By: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

**Tenant Statistical Reporting**  
**PH - Tenant Stats - Standard Detail Rpt**  
 Income Table:

f:\hms\reports\statstd.qrp

Name	M S E E T	M X H	Race				P L T A S N	Unit Address	# of Bd	# of Fam	Pct	MoveIn	MoveOut	P I L S T L	D E F W E	D.O.B.	Age
			W B	N A	P O	D											
	H M N		Y				E	105 1/2 Essex Street, Beverly, MA 01915	3	4	6	56139	04/30/2012		N N N N EC	03/27/1976	38
	H F N		Y				E	103 Essex Street, Beverly, MA 01915	3	0	3	17541	09/08/2011		N N N N EC	12/26/1957	56
	H F N		Y				N E	103 1/2 Essex Street, Beverly, MA 01915	3	2	3	14879	03/03/2010		N N N N EC	12/21/1972	41
	H F N		Y				N E	101 Essex Street, Beverly, MA 01915	3	3	5	37835	12/05/2008		Y N N N EC	05/22/1973	40
	H F N		Y				N E	105 Essex Street, Beverly, MA 01915	3	4	5	11076	12/16/2009		N N N N EC	06/27/1974	39
	H F N		Y				N E	101 1/2 Essex Street, Beverly, MA 01915	3	3	5	19968	08/18/2000		N N N N EC	09/01/1972	41
	Total:												27	157438			255
	Average:												4.50	26,239.67			42.50

ORDER BY PROJECT\_ID ASC, L\_NAME ASC, F\_NAME ASC, M\_INITIAL ASC  
(705-1 Essex Street)



Tenant Statistical Reporting  
PH - Tenant Stats - Standard Detail Rpt

f:\hms\reports\statstd.qpp

Name cnt: 6 inc: 157438  
M S E P L  
E E T T A  
M X H W B N A P O D S N Unit Address  
D E F W E  
P U I L S T L  
P O S D S W G D.O.B. Age

Summary Statistics I  
Counts and Percentages are based on Record Count & Criteria Chosen

	Count	PCT	Avg Age	# of in	Bd	Cld	Fam	Income	Pct	MoveIn	MoveOut	Pct
Male:	1	16.6667%	38.00									
Female:	5	83.3333%	43.40									
Elderly:	0	0.0000%	0.00									
Non-Elderly:	6	100.0000%	42.50									
Disabled:	1	16.6667%	40.00									
Non-Disabled:	5	83.3333%	43.00									
FSS:	0	0.0000%	0.00									
WTW:	0	0.0000%	0.00									
Race Codes:												
W - White:	4	66.6667%										
B - Black/African American:	2	33.3333%										
N - American Indian/Alaska Native:	0	0.0000%										
A - Asian:	0	0.0000%										
P - Native Hawaiian/Other Pacific Islander:	0	0.0000%										
O - Other:	0	0.0000%										
D - Declined:	0	0.0000%										
Ethnicity:												
Hispanic or Latino:	0	0.0000%	0.00									
Not Hispanic or Latino:	6	100.0000%	42.50									
Declined:	0	0.0000%	0.00									
Part-Time Student:	0											
EC - EL. Citizen:	6											
EN - EL. Noncitizen:	0											
IN - Ineligible Noncitizen:	0											
PV - Pending Verification:	0											
XX - Info Not Required:	0											
# of households:	6											
Families w Children:	5											
Total Nr Children: (Y-only)	16											
# in Family:	27											
# TaxCredit Units:	0											
record cnt:	6											
H-Head of house:	6											
S-Spouse:	0											
K-Co head:	0											
F-Foster child:	0											
Y-Youth:	0											
E-FT Student:	0											
L-Live in aide:	0											
A-Other Adult:	0											
U-Unborn child:	0											
Portability												
Port-In:	0											
Port-Out:	0											
# of Bedrooms												
0 -	0											
1 -	0											
2 -	0											
3 -	6											
4 -	0											
5 -	0											
6 -	0											
7 -	0											
8 -	0											
over 8 -	0											
Income:												
X-Ext. Low(30% of Median):												
V-Very Low(50% of Median):												
L-Low(80% of Median):												
N-Not Low:												
Income:												
Tier - 1												
Tier - 2												
Tier - 3												
Tier - 4												
Tier - 5												
Tier - 6 Non Low												



# FY 2014 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

## FY 2014 Income Limits Summary

FY 2014 Income Limit Area	Median Income <a href="#">Click Here</a>	FY 2014 Income Limit Category	Persons in Household							
			1	2	3	4	5	6	7	8
Beverly city	\$94,100	Very Low (50%) Income Limits (\$) <a href="#">Click Here</a>	32,950	37,650	42,350	47,050	50,850	54,600	58,350	62,150
		Extremely Low (30%) Income Limits (\$) <a href="#">Click Here</a>	19,800	22,600	25,450	28,250	30,550	32,800	35,050	37,300
		Low (80%) Income Limits (\$) <a href="#">Click Here</a>	47,450	54,200	61,000	67,750	73,200	78,600	84,050	89,450

NOTE: Beverly city is part of the **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area**, so all information presented here applies to all of the **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area**.

The **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area** contains the following areas: **ESSEX COUNTY, MA** TOWNS OF Amesbury town, MA; Beverly city, MA; Danvers town, MA; Essex town, MA; Gloucester city, MA; Hamilton town, MA; Ipswich town, MA; Lynn city, MA; Lynnfield town, MA; Manchester-by-the-Sea town, MA; Marblehead town, MA; Middleton town, MA; Nahant town, MA; Newbury town, MA; Newburyport city, MA; Peabody city, MA; Rockport town, MA; Rowley town, MA; Salem city, MA; Salisbury town, MA; Saugus town, MA; Swampscott town, MA; Topsfield town, MA; Wenham town, MA; ;

**MIDDLESEX COUNTY, MA** TOWNS OF Acton town, MA; Arlington town, MA; Ashby town, MA; Ashland town, MA; Ayer town, MA; Bedford town, MA; Belmont town, MA; Boxborough town, MA; Burlington town, MA; Cambridge city, MA; Carlisle town, MA; Concord town, MA; Everett city, MA; Framingham town, MA; Holliston town, MA; Hopkinton town, MA; Hudson town, MA; Lexington town, MA; Lincoln town, MA; Littleton town, MA; Malden city, MA; Marlborough city, MA; Maynard town, MA; Medford city, MA; Melrose city, MA; Natick town, MA; Newton city, MA; North Reading town, MA; Reading town, MA; Sherborn town, MA; Shirley town, MA; Somerville city, MA; Stoneham town, MA; Stow town, MA; Sudbury town, MA; Townsend town, MA; Wakefield town, MA; Waltham city, MA; Watertown city, MA; Wayland town, MA; Weston town, MA; Wilmington town, MA; Winchester town, MA; Woburn city, MA; ;